

Waiver Guidelines for "Billable" Functions and Activities

The following guidelines should be used when determining what is considered a waiver billable function or activity. Consideration must also be given to the number of identified units of service approved and available in the Individual Service Plan.

The important question to ask when making this determination is:

Is the function or activity within the scope and definition of the waiver service I am certified to provide, and on behalf of, or specifically related to, an individual youth being served by the waiver?

Please refer to the provider definitions and responsibilities outlined in the Introduction section of the Waiver Provider Manual. Contact the Waiver Program with questions.

What Cannot be Billed:

- ✓ Transportation and travel time
- ✓ Training attendance for required continuing education hours for waiver provider recertification

Note: Mental health providers have the ability to bill Medicaid to attend meetings and consult with waiver providers for planning and training when it relates specifically to an individual youth and family being served by the waiver.

Family Care Coordinators

In order to address compensation for the duties expected of the Family Care Coordinator in preparing for the Initial Individual Service Plan/Budget, this plan's start date will be the date that the applicant/parent/guardian/legally responsible representative signs the "Choice of Providers" form (WP-10), choosing the youth/family's Family Care Coordinator.

This form will be sent to the Family Care Coordinator following signing, as provider choice is a function of the Waiver Program staff to complete.

- ✓ Units utilized in preparation functions will be added to the calculated units for family care coordination services in the initial three-month Individual Service Plan.
- ✓ These units must be clearly documented with activities and functions performed within the scope of the family care coordination definition.

Family Trainers

The scope and definition of this service have been outlined to provide examples of what can be provided through this service, but is intended to be specific to the individual needs of the youth and family served. Therefore, the Individual Service Plan should clearly define:

- ✓ The individuals identified by the youth and family as "natural supports"
- ✓ Their specific role in supporting the youth's goals
- ✓ Training resources to be used (structured programs such as Triple P, as well as customized training objectives designed by members of the Family Care Team and identified waiver Family Trainer)

The identification of the individuals, their roles, and the resources to be used will dictate billable activities and functions for the individual youth and family being served by the waiver.

Child Trainers

Service scope and responsibilities for provision and subsequent billing of this service is also intended to be unique to the individual youth being served and should be clearly identified in the Individual Service Plan. The plan should clearly define specific training objectives to be worked on or focus of service.